PROCEDURE

Effective Date: 5/3/12                                                                             Authority: POL-U5400.05
Approved By: Chyerl Wolfe-Lee, Director of Human Resources    Using University Resources

PRO-U5400.05 MONITORING LAND LINE LONG DISTANCE AND
DEPARTMENT WIRELESS DEVICE CHARGES

Action By: Action:

Department Financial Manager 1. Approves long distance access for each employee based on job
duties.
   2. Communicates department policy/procedures on long distance
      phone/fax usage to supervisors (see sample department policy).
   3. Delegates review of fax charges to an employee.

Supervisor 4. Ensures employees receive department policy/procedures on long
distance phone usage.
   5. Ensures any employee issued a department wireless device reads
      the:
         • Requesting Use of Department Wireless Phone procedures
         • Department Wireless Phone Use Agreement

Employee 6. Reads and follows policy, procedures, forms given by supervisor.

Telecommunications 7. Sends department contact monthly telecom bill.

Department Contact 8. Reviews phone charges for abnormal activity (i.e. unusually high
amount of total or individual charges, location of phone numbers,
and/or repetitive calls that do not appear to be consistent with
duties of position).
   8a. If abnormal activity present, reviews with employee to justify.
   8b. Documents justification.

9. Reports any concerns (other than de minimus use) to employee’s
   supervisor.

10. Demonstrates a review was conducted by some form of
documentation (e.g. signature on telecom report) even when no
concerns are present.

Cancels:
See Also: POL-U5400.21 Managing Wireless Voice/Data Devices
          PRO-U5400.21C Requesting Use of Department Wireless Phone
          FRM-U5400.21C1 Department Wireless Phone Use Agreement
<table>
<thead>
<tr>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact (cont.)</td>
<td>10a. <strong>Highlights</strong> items of concern and <strong>document</strong> action taken.</td>
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<tr>
<td>Supervisor</td>
<td>11. <strong>Determines</strong> if concerns are valid and reviews appropriate action to take with Financial Manager based on current issue and related history of employee.</td>
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<tr>
<td>Financial Manager</td>
<td>12. <strong>Ensures</strong> appropriate corrective action is taken.</td>
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<td>Supervisor</td>
<td>13. <strong>Documents</strong> action taken including all communications with employee.</td>
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<td>14. <strong>Provides</strong> all review documentation to Department Contact to retain.</td>
<td></td>
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<tr>
<td>Department Contact</td>
<td>15. <strong>Retains</strong> all relevant documentation for six years in a manner that is easily accessible in the event of an audit.</td>
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<td>Financial Manager</td>
<td>16. <strong>Ensures</strong> internal process for collecting and retaining documentation for 6 years.</td>
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